



# Letter to Principal

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In order to start an Outreach Club, you need to begin by writing a letter to your principal. We recommend that you get as many students as you can to sign the letter and that you request a follow-up meeting with your principal. Here's a sample that you can copy and paste into a blank document.

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Principal \_\_\_\_\_ (Name)  
Your School Name  
Address  
Date

Dear (Dr. / Mr. / Mrs. / Ms.) \_\_\_\_\_,

We request permission to form an Equal Access Club that will meet weekly. \_\_\_\_\_  
(name of teacher) has agreed to be the sponsor for our club allowing us to meet in (his / her) room.  
Our club will be student-initiated and student-led as the Equal Access Act requires.

We would like to use our meeting time to pray together, read the Bible together, and discuss ways that we can serve our school and be an encouragement to our fellow students.

Please let us know when we can meet with you to discuss this, and thank you so much for considering our request!

Respectfully Submitted,

STUDENTS NAMES HERE

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**NOTE TO STUDENTS:** If your principal says no, we recommend that you send a follow-up letter that respectfully includes the following paragraph - "We are writing to request your permission to start a Christian Club at our school as allowed by the Equal Access Act passed by Congress and signed by President Ronald Reagan in 1984."